

Community Funding Application General Information and Application Instructions

I. Overview. Clark County has recently completed a community planning process aimed at reducing chronic homelessness and addressing family homelessness. The current application for Community Funding is to solicit services that work towards preventing and/or reducing homelessness in Clark County. Clark County and the Vancouver Housing Authority are participating in a regional housing program, Bridges to Housing. The Bridges to Housing model provides housing and intensive services to homeless families. The Vancouver Housing Authority has committed housing units and Clark County has committed to providing services through Community Funds over the next 10 years. Funding will be up to 18 months, depending on the amount collected by the county.

II. Availability of Funds. The Community Funding Application includes funds from a Deed Recording Fee (2163), and may include other funding, such as: Community Services Block Grant funds, Human Services Fund, and any other funding administered by the Clark County Community Action Program, approximately \$700,000 annually. Funding will be allocated as follows:

Chronic Homelessness	33%
Family	33%
Individuals	20%
Youth	14%

III. The 10-Year Homeless Housing Plan. The Clark County 10-Year Homeless Housing Plan was developed by an array of Clark County stakeholders and adopted by the Clark County Commissioners on December 21, 2005. The plan was updated in early 2006 with strategies to reduce or end homelessness.

IV. Evaluation Process. Applications will be initially reviewed by staff for completeness, administrative capability, and consistency with the 10-Year Plan. Applications will then be reviewed by the Community Action Advisory Board (CAAB). Applicants may be asked to present their project to the CAAB. Applications will be scored as follows:

Cost of Service	10 points
Project Description	50 points
New or Existing Program	10 points
Collaboration	20 points
Project Budget	10 points

V. Timeline:

May 8, 2006:	Applications available for Community Funds.
June 1, 2006:	Applications due by 5:00 PM to Clark County Community Services. Faxes and e-mails will not be accepted.
June 6-8, 2006:	Possible presentations to the CAAB.
June 15, 2006:	CAAB recommends projects for funding.
July 1, 2006:	Contracts executed. (Effective date: July 1, 2006)
December 31, 2007:	Contract expires.

Application Instructions

I. Organization: Check the box with the correct designation.

II. Nonprofit Attachments: Provide a list of current board members, a copy of the agency's current operating budget and the agency's most recent financial statement and audit.

III. Proposal Priority Objective and Strategy: Check the strategy under the appropriate Objective. If your project addresses more than one objective and/or strategy please check all that apply. For more detailed information about objectives and strategies, please refer to attached 10-Year Plan Strategies.

IV. Amount Requested: List the amount of Community Funding you are requesting in the appropriate Objective. If your project addresses more than one category please break out the funding in the appropriate Objective. List separately all other funding sources and specific amounts for this project. Application requests should be for a minimum of \$10,000 and dollar amounts should be rounded to the nearest thousand.

V. Services to be Provided: Provide the number of individuals and households to be served by your project. A single person with no children would be one individual and one household. A single person with two children would be three individuals and one household.

VI. Project Description: The project description needs to clearly address a goal, strategy and activity identified in the 10-Year Homeless Housing Plan.

- Explain if your project will fit in to The Bridges to Housing model, which provides housing and intensive services to homeless families. If so, please contact staff for more information.
- The outcomes should clearly show how the project is moving people and/or families out of homelessness.
- The description should include recent and projected gaps in resources and/or service components and how the project addresses those gaps.
- The project should link with or plan on linking to the existing HMIS system.

VII. Funding Request: Clearly identify if the project is a new project, an expanded current project or if the request is for a shortfall. Identify when/if previous funding was lost and identify the specific amount lost and the source of the support.

VIII. Collaboration: Community support and collaborations should clearly outline how the project is partnering with other agencies/projects in the community. The project should not duplicate existing efforts. Identify your role with the Continuum of Care Planning Group, the consortium of nonprofit agencies, businesses, community groups, and government agencies, as well as homeless and formerly homeless people. The group identifies critical gaps in service, prioritizes needs and plans for solutions. For each collaboration identified, please include partner letters specifying the role of each partner.

IX. Project Budget: The budget should show each line item that is being requested. Add lines for items not listed. Attach a narrative that clearly explains each requested expense. For example, describe the staff position that you are requesting funding for. Application requests should be for a minimum of \$10,000 and dollar amounts should be rounded to the nearest thousand.

X. Application Submission: Community Services (1601 E. Fourth Plain, P.O. Box 5000, Vancouver, WA 98666) must receive **one (1) original** of the application before 5:00 p.m. June 1, 2006. Faxed or e-mailed copies will NOT be accepted. Applications must be single-sided and must not be stapled or bound. For additional information, contact the Community Action Program at (360) 397-2130.

The application and reference materials can be downloaded from the county website at:

<http://www.clark.wa.gov/community-action>